

~~CONFIDENTIAL~~  
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SPECIAL SESSION  
CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 April 1973

Attendees:

Dr. Sayre Stevens, D/ORD

Chairman

25X1A9a

25X1A9a

Executive Secretary

Recording Secretary 25X1A9a

Absentee:

25X1A9a

1. The meeting was called to order by the Chairman at 1515 hours.
2. Dr. Stevens reviewed the importance of generating meaningful fitness reports on all employees. To emphasize his position he discussed how the information contained in them is used in the evaluation of individuals during the competitive evaluation conducted by the "R" Career Service Board. He spoke specifically of consideration of the full spectrum of letter ratings and the use of the "P" rating to apply to the average employee, formerly rated as "S" by most Rating Officers. He emphasized it is important for the immediate supervisor to inform marginal performers of their status and the need of immediate improvement in their performance.
3. A transcript of the minutes of the meeting is available for panel members to read in the undersigned's office.

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Executive Secretary  
Career Service Panel/ORD

APPROVED:

25X1A9a

Chairman, Career Service Panel/ORD

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